

AUTHORITY FOR IN-CAMP PROGRAMS

6542

(No.21 May 2016)

Responsibility

Division Chief

The program operates under the authority granted to CAL FIRE in PRC 4951-4958 and to CDCR in PC 2701, 2780, and 6202.

Requests from CAL FIRE administrative units for the development of any and all new camp-manufactured products which are intended for continuing, long-term manufacture should be forwarded to the CAL FIRE Camp Operations office for approval by the CAL FIRE Director. Approval will normally be granted if a need for the product has been demonstrated. This process is not necessary in the case of one-of-a-kind items intended to meet a unique or immediate need.

The list of approved camp-manufactured product types and locations constitutes the index of the Camp-Manufactured Products Catalog, an appendix under separate tab of the Material Management Procedure Handbook (2600). This information should be kept current by the camps. Product information should be forwarded to CAL FIRE's Camp Operations Section in Sacramento.

CDCR camp staff, offices, and headquarters units shall be furnished copies of the Camp-Manufactured Products Catalog on request.

VOCATIONAL EDUCATION PROGRAMS

6542.1

(No.21 May 2016)

Responsibility

Division Chief

Camp Commander

Superintendent

In-camp product and service programs may be operated in conjunction with CDCR Vocational Education programs.

PRODUCTS NOT FOR PERSONAL AND PRIVATE USE

6542.2

(No.21 May 2016)

Responsibility

**Division Chief
Camp Commander
Superintendent**

Penal Code Section 2708 prohibits the manufacture of any item intended for the private and personal use of any state employee. Employees may only use such items in the course of their state employment. No products, materials, supplies, or work of any offender may be sold, exchanged, or given to any government agency except in accordance with the CCR, Title 15. This includes other state agencies (or private individuals or concerns) for any purpose; regardless of any value CAL FIRE or CDCR might derive.

It is permissible, however, for camps to manufacture items, such as plaques to be presented to CAL FIRE and CDCR employees as awards of appreciation for exemplary performance.

The key in deciding the appropriateness of the item as an award is whether or not the employee can derive any personal and private benefit from the use or possession of that item.

Example: It is unlikely that anyone would derive much personal and private benefit from possessing a camp-manufactured inscribed wall plaque awarded to a retiring employee in recognition of many years of dedicated service. Such an award would be appropriate. However, it would be inappropriate to award that same person a camp-manufactured desk.

**FORMS AND/OR FORMS SAMPLES: RETURN TO CAL FIRE LIBRARY
HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.**

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